



City of Columbus
Mayor Michael B. Coleman

Department of Development Building Services Division

757 Carolyn Avenue
Columbus, Ohio 43224

Construction Industry Communication #CIC-04

MEMORANDUM

Subject: **Architect and Landscape Architect Sealing Procedures**

Date: January 13, 2006

From: Charles Boshane, Interim Chief Building Official

Discussion:

Attached for the Industry's information are the State of Ohio Board of Examiners of Architects "Architect and Landscape Architect Sealing Procedures," and a letter from the Board dated January 4, 2006 to the Building Departments.

Currently, the City of Columbus Building Department is not accepting electronically transmitted building plans for building plan review. The City is currently working towards the acceptance of such plans in the future, though not available at this time.

January 4, 2006

Dear Building Department:

We are writing to make you aware of changes made to Ohio Administrative Code sections 4703-3-01 and 4703:1-3-01 regarding sealing procedures.

The following changes are in effect as of November 18, 2005, for Architects and, for Landscape Architects, as of January 9, 2006:

- The architect's or landscape architect's seal is no longer required on all sheets or tracings of the bound set of drawings. The seal is only required on the top or title sheet.
- Seals may be in any of the following forms: electronic, an embossed seal, or a rubber stamp.
- Electronic seals and signatures are now permitted, but not required. No building department is obligated to accept electronically transmitted plans.
- If electronic seals and signatures are accepted, they must be:
 1. A unique identification of the professional.
 2. Verifiable.
 3. Under the professional's direct and sole control.
 4. Linked to the document in such a manner that changes are readily determined and visually displayed if any data in the file was changed
 5. Changes to the document shall invalidate the electronic seal and signature
 6. The document shall be available in a view only format (e.g., PDF)
 7. The electronic seal and signature must contain the same wording and appearance as a seal applied with a rubber stamp or embossed seal.

A complete copy of section 4703 of the Ohio Administrative Code can be found on the board's website at www.arc.ohio.gov. For Landscape Architects, the relevant sections of the Ohio Administrative Code will be found at www.arc.ohio.gov/lae

An informational bulletin is enclosed for posting in a public place.

Should you have any questions, please call the Board office at (614) 466-2316.

Sincerely,

Amy M. Kobe
Executive Director
Ohio Board of Examiners of Architects
Ohio Board of Landscape Architect Examiners



Architect and Landscape Architect Sealing Procedures

1. All drawings, documents and specifications submitted for official filing with building permit agencies shall apply either an electronic seal, rubber stamp seal, or embossing seal impression, over an ink or electronic signature.
2. The seal must be applied to the title or first sheet of bound sets of drawings.
3. It is recommended for your protection that the signature be dated. Proper sealing is for your own protection from others who might alter or otherwise use your work product without your knowledge or consent.
4. Falsification of seals or signatures is a violation of the Ohio Revised Code and violators will be prosecuted.

For further information, please contact:

The Ohio Board of Landscape Architect Examiners
The Ohio Board of Examiners of Architects
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